

Trustees of the Manchester City Library  
Meeting held at West Branch Meeting Room  
Minutes – January 22, 2008

Called to order the Monthly Meeting at 3:35pm.

In Attendance: Trustee Chair Karen Sheehan-Lord, Trustees, Joannie Barrett, Kevin Devine, Patricia Cornell. Also, present Harry Ntapalis, City Risk Manager and Library Director Denise van Zanten.

Excused: Trustees Jack Shea, Jeff Hickok and Madeleine Roy and Liaison Alderman Peter Sullivan.

City Risk Manager, Harry Ntapalis gave an overview of coverage for the Library. The City is on a self-insured basis. Trustees discussed their concerns that the Library's insurance value is not accurate. Mr. Ntapalis will consult with Ferdinando Insurance to have an insurance appraiser appraise the Main Library and the West Branch.

Motion made by Trustee Barrett to call the public meeting to order at 3:50pm, seconded by Trustee Cornell, all in favor.

Motion made by Trustee Devine to accept unrestricted assets of the Friends who have disbanded in the amount of \$4,833.93, plus \$560 in book bag money, seconded by Trustee Cornell, all in favor.

Motion was made to use money for museum passes for 2 years by Trustee Devine, seconded by Trustee Barrett, all in favor.

Motion to adjourn public meeting made by Trustee Devine, seconded by Trustee Barrett, all in favor

**Minutes:** Motion made by Trustee Devine to accept the December 17<sup>th</sup> minutes with the correct spelling of the word (Friends), seconded by Trustee Barrett, all in favor.

**Director's Report:**

PERSONNEL – Motion was made by Trustee Barrett to hire a new library page, seconded by Trustee Cornell, all in favor. Background check is being done on the candidate for the Security Guard position at West Branch. Librarian I position was not accepted by the candidate, she couldn't sell her home.

COTE ESTATE: Director van Zanten has contacted 2 appraisers to see if they are interested in purchasing books & painting. She will contact Jonathan to see if he can meet with appraisers. If Jonathan has any questions he can call Trustee Devine.

FRIENDS – what to do with all the books the Friends had for the booksale. The library has no staff to set-up for booksale. Trustees suggested we offer the books to small libraries then offer them to the schools. Portion of proceeds went to the Learn to Read program. Will set up committee to come up with a solution. Committee will consist of Director van Zanten, Trustee Sheehan-Lord, Eileen Reddy (Friends' liaison) and a member of Learn to Read.

PARKING – West Branch parking is a mess. Director van Zanten spoke to Brandy Stanley, the City Parking Manager. She evaluated the area and stated that there were no short-term solutions. A long-term goal should be the building of a parking garage that would benefit the library, Senior Center and West High School.

FINLAY Membership Challenge - \$25,000 award. Have applied to take part in the challenge and sent paperwork in. This included our newsletter, and get carded program information.

WISH LIST – Wish List for 2008 has been presented to the Trustees and approved. Will present to Foundation Board at their February meeting.

GMILCS – new ILS system. Proposal will be made in February.

LAPTOP- 2 Laptops are needed at a cost of \$1,500 for Director van Zanten and Automation Librarian Lichen Rancourt. This money will come out of unrestricted Harvey Dodd.

MCTV – live feed to tape shows. Quote is \$9,500 – too costly. Will continue to talk to MCTV to see what can be arranged at a later date.

JOB SHADOW DAY – is January 31<sup>st</sup>. Middle school children will tour the Library and find out about the running of a City Library.

FINANCE – CITY BUDGET FY09 AND FY10 – City budget was discussed by Trustees. Mayor requested a 98%, 100% and 103% budget proposal from each department for two fiscal years. Trustee Devine stated that the Trustees have a legal and fiduciary responsibility to request adequate funding for the Library. Meeting with the Mayor is scheduled for February 5th at 10:30am.

Motion to approve FY09 Budget amount of \$2,630,464.01 and FY10 Budget amount of \$2,727,816.11 was made by Trustee Barrett, seconded by Trustee Cornell, all in favor.

FOUNDATION – 3 resignations – Bob Lord, Pauline & James Bogart.

Discussed were the by-laws and John Deachman has some questions for Trustee Devine.

Foundation Event author is Brendan DuBois. Assignments were made for fundraiser. John and Dan have been contacting corporate sponsors. John Deachman will also be the interim secretary until someone joins the Board. He will also take over the printing of the Advocate for January and July in-house.

Next meeting is February 21<sup>st</sup>.

**Old Business:**

Travel Policy and General Children's Policy were tabled until February meeting.

**New Business:** None at this time

Adjourned at 5:35pm